

**STANDING OPERATING PROCEDURES  
BOWLING CENTER  
ALCOHOL SERVER RESPONSIBILITIES**

January 5, 2004

1. **Applicability:** This policy applies to all Bowling Center employees involved in the serving of alcoholic beverages.

2. **General:**

- a. All customers must be of legal age to be served. The Bowling Center enforces the Virginia State Law establishing 21 years as the legal age for Alcohol consumption.
- b. If there is any doubt, ask for proof of age. Proof of age is required.
- c. Under no circumstances will alcoholic beverages be served to a customer who is, or appears to be intoxicated.
- d. The sale of food and alcohol-free beverages is encouraged at all times.
- e. Alternative beverages such as coffee and soda will be sold to patrons who have previously been consuming alcoholic beverages.

3. **Cutoff Procedures:**

- a. When discontinuing alcoholic beverage service to a patron, the Manager on Duty should be notified as soon as possible to provide assistance as necessary.
- b. Bowling Center personnel should note any cutoff actions on their duty report. In the event of an incident which requires MP involvement, the manager- on duty **must** be informed immediately.
- c. Every effort should be made to offer alcohol-free beverages and a safe ride home for patrons who have imbibed excessively.

4. **Responsibilities:** Employees and management are jointly tasked with responsibilities to insure, to the extent reasonably possible, that our patrons are not permitted to drive from the Bowling Center if they are suspected of being intoxicated.

Walter Wikan  
Center Manager